



## City of Gautier

Office of Human Resources  
3330 Highway 90  
P.O. Box 670  
Gautier, MS 39553  
(P) 228.497.2539 / (F) 228.497.9984  
Email: [vbarnett@gautier-ms.gov](mailto:vbarnett@gautier-ms.gov)  
Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)



### EMPLOYMENT APPLICATION PROCESS

#### ANIMAL CONTROL OFFICER (ACO)

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

#### Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application. It is imperative that you take your time and fill application completely; and attain and submit all required documents. An incomplete application **WILL NOT** be processed.
- Employment applications and specified documents must be returned to the Office of Human Resources between 7:30 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. – 12:00 noon, Friday to:

*City of Gautier  
Attn: Office of Human Resources  
3330 Hwy 90  
Gautier, MS 39553  
Phone: (228) 497-2539  
Fax: (228) 497-9984  
Email: [vbarnett@gautier-ms.gov](mailto:vbarnett@gautier-ms.gov)*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment as a firefighter must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- Perform and successfully complete the physical agility test. (An agility waiver must be on file prior to agility test date.)
- If the agility test is successfully completed; eligible applicants will be required to take the written exam.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

Required documents **MUST** be submitted with application:

Applicant **MUST** provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the Jackson County, MS area; proof of voter registration is required. (Please submit with application)

**DEADLINE FOR APPLICATIONS AND DOCUMENTS:**

**April 2, 2013**

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

## **CITY OF GAUTIER VACANCY ANNOUNCEMENT**

**POSITION:** Animal Control Officer  
**DEPARTMENT:** Police Department  
**HOURS:** 40 Hours per Week  
**PAY GRADE:** 6 - 0 (Schedule 2080) \$ 8.70 per hour

**DUTIES:** This is semi-skilled work in the answering of complaints and enforcing ordinances regulating the keeping of animals within the City of Gautier.

An employee of this class is usually responsible for the apprehension of animals and enforcement of laws and ordinances with departmental rules and regulations and consists of routine patrol answering call from citizens. Employee will be required to work independently, and initiative is required as experience is gained. Work is usually reviewed through reports and accomplishment of desired results.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; have and maintain a valid driver's license; and **MUST** be insurable by the City's insurance company.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from a high school or acceptable equivalent and four (4) years of related experience.

*(Job description with minimum requirements attached.)*

**REQUIRED DOCUMENTS:** Applicant **MUST** provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the Jackson County, MS area; proof of voter registration is required. (Please submit with application)

**INTERNAL APPLICANTS:** Please contact Venice A. Barnett, HR Generalist at Gautier City Hall.

**EXTERNAL APPLICANTS:** Application packets are available at Gautier City Hall located at 3330 Highway 90, Gautier, MS 39553 or download an application online at [www.gautier-ms.gov](http://www.gautier-ms.gov).

XC: Administration Department  
Civil Service Commission (8)  
Clearwater Solutions, LLC  
Economic Development Department  
Fire Department (3)  
Police Department  
Coast TV  
[www.gautier-ms.gov](http://www.gautier-ms.gov)

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## **ANIMAL CONTROL OFFICER (ACO)**

Pay Grade: 06 (Schedule 2080)

Civil Service Class Designation: Non-Competitive

### **NATURE OF WORK**

This is semi-skilled work in the answering of complaints and enforcing ordinances regulating the keeping of animals within the City of Gautier. This position operates under the supervision of the Code Enforcement Officer in the Neighborhood Services Division of the Economic Development/Planning Department. General code enforcement duties shall be assigned as necessary.

An employee in this class is usually responsible for the apprehension of animals and enforcement of laws and ordinances governing animals. Work is performed in accordance with departmental rules and regulations and consists of routine patrol answering call from citizens. Employee will be required to work independently, and initiative is required as experience is gained. Work is usually reviewed through reports and accomplishment of desired results.

### **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Answers call and complaints involving animals running at large.

Contacts owners of dogs and other animals running at large and has them confined or places them in the Jackson County animal shelter.

Makes arrangement to confine any animal suspected to be rabid.

Responds to all major calls concerning animals.

Appears in municipal court to present evidence and testify against persons accused of violation of City ordinance.

Prepares reports on animal control activities.

Drives a light duty truck when performing patrol functions.

Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the geography of the City of Gautier or the ability to acquire this knowledge rapidly.

Thorough knowledge of the principles and skills used to capture a variety of animals.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to understand and carry out oral and written instructions.

Ability to deal with citizens to elicit their support for the animal control policies of the City.

Ability to analyze situations and to adopt quick, effective and reasonable course of action.

Ability to understand and follow oral and written instructions.

Ability to express ideas effectively, orally and in writing.

Ability to prepare clear and comprehensive reports in writing of activities.

Ability to establish and maintain effective working relations as necessitated by work assignments.

## **ANIMAL CONTROL OFFICER (ACO)**

Physical condition adequate to perform activities such as running, jumping, throwing, and other such physical actions which may be necessary to catch and control animals.

Ability to read, comprehend, and explain City ordinances especially as they relate to animal control.

Skill in the operation and care of a light duty truck.

Ability to react to change productively, and to handle other tasks as assigned.

Must have and maintain a valid Mississippi vehicle operator's license.

### **WORK ENVIRONMENT**

Ability to work a flexible and adaptable schedule, including evenings, weekends, and holidays, as well as a rotating "on call" schedule. Work is predominantly performed outdoors, driving, and in animal shelter environments in varying temperatures; exposure to excessive noise (such as barking dogs); aggressive and/or dangerous animals; animal waste and dead animals; dust, chemicals from cleaning agents; disinfectants; and sewage. Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. (Vaccinations will be offered.)

### **PHYSICAL DEMANDS**

Constant lifting and carrying of objects weighing up to 10 pounds and occasionally up to 100 pounds with maximum distance of five (5) feet. Frequent standing and walking; sufficient stamina to exert physical effort to restrain animals for a substantial period

Work requires climbing, balancing, crouching, crawling, reaching, standing, walking, lifting, and grasping.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Hearing is required to perceive information at normal spoken word levels.

Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school or acceptable equivalent and four (4) years of related experience.

### **CIVIL SERVICE MINIMUM QUALIFICATIONS** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-2539 \* FAX: 228-497-9984

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

## PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	State:
Commercial –Class:			
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES Date available for work:			
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES (Conviction will not necessarily disqualify an applicant from employment)			
If Yes, please explain.			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

**EDUCATION** If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.

School	Address	Course of Study	Diploma/Certification
Describe any specialized training, apprenticeship, extracurricular activities and honors received			

**EMPLOYMENT EXPERIENCE** Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Screening Schedule Received \_\_\_\_\_

Application Received by: \_\_\_\_\_ Date/Time \_\_\_\_\_



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### VERIFICATION OF PREVIOUS ANIMAL CONTROL WORK EXPERIENCE

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_  
TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ (If applicable) \_\_\_\_\_  
(Applicant Name)

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date(s) of employment

**Note to Previous Employer:** Please complete the information requested below and mail directly or fax to:

**City of Gautier**  
**Human Resources Department**  
**3330 Highway 90**  
**Gautier, MS 39553**  
**Fax: (228) 497-9984**

Date of Employment: \_\_\_\_\_

Last Date of Employment: \_\_\_\_\_

*Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.*

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_



## Screening Schedule

### **ANIMAL CONTROL OFFICER (ACO)** (Police Department)

Advertise ..... March 11, 2013 – April 2, 2013

Post ..... March 11, 2013

Cut-Off Date ..... April 2, 2013

Eligibility List Compiled ..... April 3, 2013  
**Applicant to Call (228) 497-2539 2:00 p.m. – 4:00 p.m. for Eligibility Determination**

Civil Service Receives Eligibility Listing ..... April 11, 2013

Interviews ..... To be scheduled at a later date